

# **Health and Safety Policy**



**Icknield Community College  
Love Lane  
Watlington  
OX49 5RB**

## Approval & Review

Approved by:	Governing Body for the academic year 2010/2011
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# Icknield Community College

## Health and Safety Policy

### Aim

- To establish and maintain a safe and healthy working environment.

### Objectives

- To raise awareness amongst employees, students and other site users of health and safety issues and to encourage good practice.
- To take all reasonable precautions to protect people by reducing risks both on and off site.
- To take prompt and appropriate action in the event of a hazardous situation developing, and of an accident and / or emergency occurring on or off site.

### Responsibilities

#### **Governors**

- To monitor the allocation of funds based on suitable and sufficient risk assessments.
- Prioritise health and safety matters within the School Improvement Plan.
- Have health and safety as a standing item on agenda of all meetings.
- Carry out regular inspections as outlined in Governors Handbook.
- Cooperate with the employer, Oxfordshire County Council (OCC) on matters on health and safety.
- Nominate a Governor with responsibility for health and safety.

## **Headteacher**

To take overall responsibility for the implementation and monitoring of the establishments health and safety policy by;

- Line managing the Leadership Team.
- Allocating sufficient resources to meet health and safety issues.
- Ensuring attendance on appropriate health and safety training courses.
- Liaising with employer (OCC) over health and safety issues.
- Regularly checking the Health and Safety website.
- Ensuring good communications by including health and safety issues in Staff briefings, bulletins and meetings.
- Organising and implementing termly inspections in consultation with Trade Union Representatives.
- Overseeing the completion of the arrangements and risk assessments for all on/off site activities.
- Ensuring that health and safety is a criteria for performance management / appraisal scheme.
- Formulate and implement policy for management of critical incidents

## **Assistant Head/ Leadership Post**

- Include health and safety in all new employee's induction.
- Undertake an annual health and training needs analysis of all employees.
- Monitor departmental documentation, risk assessments, practices and procedures.
- Encourage and support employees in completing risk assessments for pupils giving concern.
- Ensure that QCA / HSE health and safety curriculum requirements are being delivered in lessons
- Support employees with personal safety issues including stress.
- Ensure off site visits are approved and appropriately staffed.
- Renew departmental coordinators risk assessments annually.

## **Leadership and Coordinator teams**

- Produce health and safety risk assessment guidance and documentation as appropriate especially in Art, Design & Technology, ICT, Science, PE and off-site activities.
- Ensure all hazardous equipment and materials are appropriately marked, assessed, maintained and used by a competent person
- Advising colleagues on the completion of risk assessments and ensuring they are carried out, reviewed periodically and recorded.
- Annually undertake training needs analysis for their teams
- Ensure health and safety is a standing item on all agendas.

- Check that pupils are aware of health and safety issues and that these are being continually reinforced.

### **Office manager responsible for Health and Safety**

Is required to ensure that;

- All office risk assessments are completed and reviewed.
- Visitors are registered, wear a badge and are briefed on the emergency procedures.
- Hazard reporting and maintenance documentation is actioned.
- Accident and Physical and Verbal Abuse documentation is completed and submitted to the Health and Safety Team.
- All appropriate risk assessments guidance and hiring documentation is completed for Community use on the site.
- All community users are registered and made aware of emergency procedures.
- Adequate trained first aid cover is available for on / off site activities and periodic checks are made of first aid arrangements and containers.

### **Site manager**

- Organise the planned programmed maintenance of plant and equipment.
- Arrange the annual electrical testing programme.
- Maintaining accurate records of all equipment and resources.
- Purchase and maintain all equipment and resources to County Council prescribed standards.

### **Ensure that the school follows the County Council procedures:**

- When selecting a contractor
- When completing a Self Financed Improvement Project (SF1 Form)
- When liaising with contractors over health and safety matters.
- When monitoring health and safety issues on-site regarding either county council or school appointed contractors.
- Carry out daily checks of the site and take appropriate action.
- Prioritise and process the maintenance forms.
- Review progress with head weekly.
- Ensure all employees and contractors are fully briefed on health and safety site issues.
- Complete all relevant risk assessments.
- Ensure all maintenance employees are trained and competent to undertake their tasks safely.

- Carry out termly fire drills, weekly fire tests , check fire extinguishers and maintain Fire Safety Folder.
- Carry out monthly water temperature tests and maintain Water Hygiene Folder
- Alert the Head of Establishment to issues of security and lone working.

## **All employees**

- Cooperate with health and safety requirements.
- Report all defects in the maintenance log in staff room.
- Complete and action risk assessments for all potentially hazardous on/off site activities
- Use but do not misuse things provided for your health, safety and welfare.
- Do not undertake unsafe acts.
- Inform Head Teacher of any “Near Misses”
- Be familiar with the emergency action plans for fire, first aid, bomb, security and off site issues.
- Raise health, and safety and environmental issues with students.

## **Students**

- Cooperate with health and safety requirements.
- Report all defects to member of staff.
- Use, but not misuse things provided for your health, safety and welfare.
- Do not undertake unsafe acts.
- Be familiar with the emergency action plans for fire, first aid, security alerts and off site issues.
- Raise health and safety and environmental issues with staff.
- Behave in a way that does not put your health and safety at risk.
- Observe standards of dress consistent with good health, safety and hygiene practices.
- Follow all safety rules including instructions of staff given in an emergency.

## **Visitors and Contractors**

- Sign in at the School office on arrival.
- Are aware of the health and safety procedures on arrival at the School.
- Contractors will be informed of hazards peculiar to the site, e.g. asbestos.
- Wear a visitors badge whilst on site at all times.
- Follow evacuation procedures in the event of an emergency.